

MEDIA ORDER BLANK
 TEXAS DEPARTMENT OF HEALTH
 AUDIOVISUAL LIBRARY
 1100 WEST 49TH STREET
 AUSTIN, TEXAS 78756-3199
 PHONE: (512) 458-7260 FAX: (512) 458-7474
 TDH WEB SITE ADDRESS: <http://www.tdh.state.tx.us>

CHECK SQUARE FOR CHANGE OF ADDRESS			
Individual Responsible			Social Security #
Organization			Business Phone ()
Address (Mailing)	City	Zip	County
Address (Physical)	City	Zip	Home Phone ()
If you supply us with your fax number and e-mail address we can forward information on your orders or on new acquisitions electronically. FAX () EMAIL _____			
I acknowledge financial responsibility to the State of Texas should items requested below be lost, stolen or damaged from the date I receive the items until the materials have been received in the library. I understand that it is strongly recommended items be insured on their return to the library, and that if I fail to do so I will be charged the full replacement cost for all lost, stolen or damaged items. I have read and agree to the terms listed in the Statement of Responsibility on the back of this form.			
Signature _____			Date _____

English Only? Y N

MAY WE SHIFT DATES? Y N

WHICH MEDIA FORMATS CAN YOU USE (Circle all that apply)	Catalog Number	Date to Receive	Date to Return
16 mm film ½" VHS video Slide/tape 3/4" U-Matic video			
1) 1st Choice			
----- Alternate Title or Date			
2) 1st Choice			
----- Alternate Title or Date			
3) 1st Choice			
----- Alternate Title or Date			
4) 1st Choice			
----- Alternate Title or Date			
5) 1st Choice			
----- Alternate Title or Date			
6) 1st Choice			
----- Alternate Title or Date			

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STATEMENT OF RESPONSIBILITY

Media in the Texas Department of Health Audiovisual Library collection are inventoried state property. Persons indicated on the media order blank as the "individual responsible" assume all responsibility for borrowed media. Borrower responsibility includes:

1. **Prompt return of media by the scheduled date.** Any borrower having three (3) late returns will have their Audiovisual Library privileges suspended. No further confirmed orders will be shipped to borrowers with materials still out that are two weeks or more late being returned. Willful failure to return borrowed media upon request will be viewed as theft of state property in violation of Section 31.03, Texas Penal Code, the conviction of which could, depending on value, result in a fine not to exceed \$500.00 (Class C Misdemeanor), to confinement up to 10 years and a fine up to \$10,000 (Third Degree Felony).
2. **WIC Borrowers:** Materials purchased specifically for the WIC Program are indicated in the subject index under **WIC Program**. These materials may be borrowed for an extended loan period. Other materials are limited to a ten day use period with the option to renew for an additional five-day period depending on their availability. Contact the Audiovisual Library to receive more information on WIC titles.
3. **Replacement of lost or damaged media:** Audiovisual Library personnel check all media for damage after each use. Media returned by mail should be insured. Unless otherwise specified, insure each video for \$200, each 16 mm film for \$400, each slide-tape program, book, audio cassette, or model for \$100. Shipments valued at over \$400 should be returned by UPS or similar courier service. Borrowers will be liable for returned uninsured shipment lost in transit. In the event of loss or damage beyond repair, the Audiovisual Library will invoice the borrower for the full replacement value of the media or the cost of the repair expense. All materials that come in the shipment must be returned including study guides, shipping cases, and video album covers or borrowers will be billed for their replacement. A packing slip or card is enclosed with each shipment. This should be completed with the number of showings and viewers for each item borrowed.
4. Copyright compliance. Borrowed media cannot be duplicated or televised without prior written permission from the copyright owner. Media cannot be shown for commercial purposes, nor can an attendance fee be charged for their showing. Violations of federal copyright law will result in the immediate suspension of Audiovisual Library borrowing privileges and prosecution by the copyright owner can result in financial penalties and/or jail.
5. Preview prior to showing. Borrowers are responsible for selecting media appropriate for their audiences. Media should be previewed prior to showing.

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Printed Name

Social Security No.

Organization

Business Phone

Home Phone

Address

City

County

Zip

Signature

Date